

**FIRE PROTECTION POLICY BOARD**  
**Special Meeting Minutes**  
**November 9, 2001**  
**General Administration Building**  
**Olympia, WA**

**Board Members Present:** Chair Sharon Colby, T.J. Nedrow, Jim Broman, Mark Kahley, Joseph Coultman and Jim Potts

**WSP Staff Present:** State Fire Marshal Mary Corso, Ellen Tombleson, Anjela Foster, George Quick, Lt. Kalmbach and Barbara Gagner

**Guests Present:** Duane Malo and Pete Spiller

**OPENING -**

Board Chair Sharon Colby called the meeting to order at approximately 10:00 a.m. The agenda was approved as amended, adding introductions after the Call to Order, discussion on the Public Duty Doctrine and the Mobilization Directive under New Business, and adding a discussion on Fire Protection Policy Board Statutes under Old Business.

Jim Broman moved, and Mark Kahley seconded to approve the minutes from June 27, 2001. Motion carried unanimously. The minutes from June 27, 2001 meeting were approved as written.

**STATE FIRE MARSHAL REPORT** – State Fire Marshal Mary Corso reported on the following items:

- **Fire Training Academy** - The Bureau was successful in getting funding for significant repairs at the Fire Training Academy. The repairs include classroom ventilation, estimated to be completed by December 31; repair of kitchen hood system, also estimated for completion by December 31. The sprinkler head replacement recall issue has been completed. Once design work on the ship prop is completed, it is hoped to be in place by spring 2002. An exception to the freeze on Capital Projects was requested to make necessary safety repairs to the Burn Building
- **Firefighter 1 Program** - Mr. George Quick distributed a handout (attached) detailing the program status, as of October 31, 2001, and steps that are being taken to ensure success of the program. TJ Nedrow asked George how he felt Washington State compared to other states with a comparable program. George advised that although each state does things a little differently, he felt our program was comparable. Jim Broman advised that the State training Officer's Association is working on developing a resource list, and urged that there not be a duplication of effort. George advised that he would be working in coordination with their efforts. Jim Broman also took this time to compliment and thank George for the great job he did in coordinating this years' Fallen Firefighter Memorial Service.
- **FTA Recruit Academy** - SFM Mary Corso advised that a plan to transition the delivery of Recruit School from Bates Technical College, back to the Fire Training Academy is being completed, with the transition taking place prior to the beginning of Recruit Class 2002-01. A Steering Committee has been formed to discuss the adoption of standardized curriculum, with Firefighter 1 as the baseline. There will also be discussion on the Washington Sate Fire Service instructor program, and the development plan being put in place to support this program. The first meeting will be held on November 15, 2001, at the SeaTac Fire Department.
- **Pipeline Safety** - Dr. Bob Barnard advised that information gathered from the recent Pipeline Safety survey resulted in 3 major recommendations:
  - Develop curriculum for responders
  - Enhance training for jurisdictions who respond with industry in Unified Incident Command
  - Provide uniform curriculum.Dr. Barnard also advised of the requirement to report back to the legislature on the results of the survey.
- **Terrorism** - SFM Corso advised that the Bureau is heavily involved in the Committee on Terrorism, which

was established two years ago by Governor Locke. Some issues the Committee is dealing with include identifying areas of vulnerability in the state and identifying which areas are in a good position for responding to threats. Mary also distributed a draft copy (not for further distribution) of an informational bulletin advising of procedures for suspicious envelopes, packages and powder. Jim Broman requested that a cover page be created for this draft document addressing those agencies that are not able to provide this level of assistance, that this is not mandatory.

- **NFIRS 5.0 – Top Grant** - Chief Deputy State Fire Marshal Anjela Foster provided an overview on the \$321,000 Technology Opportunity Grant the Bureau was awarded by the U.S. Department of Commerce. The grant will fund the purchase of computers, NFIRS 5.0 software and three years of Internet service for approximately 125 fire departments and districts within Washington State. It will also provide funding for “Documenting the Incident” training to those departments receiving equipment. Recipients of equipment will be required to report their data on a monthly basis to the Office of the State Fire Marshal, via email submission.

- **DECISION ITEM**

**MOTION:** Jim Broman moved and Joseph Coultman seconded to grant full accreditation to the Everett Community College Firefighter I Program.

Motion carries, unanimous.

**COMMITTEE REPORT-** Lieutenant Steve Kalmbach provided an update on the progress of the Mobilization Payment Teams. For the 2001 fire season, payments to vendors and volunteers were made within 30 days. There are still a few payments remaining to career departments. Lieutenant Kalmbach also provided a spreadsheet (attached) detailing the 2001 state mobilization fires.

**OLD BUSINESS**

- **Fire Protection Policy Board Statutes** - Carol Smith-Merkulov, the agency’s Assistant Attorney General, provided an overview of the 10 statutes that currently reference the Fire Protection Policy Board. Attached are copies of the PowerPoint slides, along with copies of the statutes.
- **Pending List** – Chair Sharon Colby requested the development of a pending list which will be used to track all upcoming tasks of the Policy Board. It will be developed and maintained in an excel format, with tasks sorted by due date. The Pending List will be a separate attachment to the meeting minutes.

**Future Meeting at the Fire Training Academy** – Sharon reiterated her desire to hold a work session at the Fire Training Academy. She feels it is important for the Board to be familiar with the Academy and what it has to offer.

**NEW BUSINESS -**

- **HazMat-Decontamination Response** – Jim Broman expressed his concern regarding incident frequency, preparedness level and training for responding to these types of incidents. It was suggested that this issue be pushed up to the Emergency Management Council to work with all affected agencies. Jim Broman and SFM Corso will work together to investigate what existing committees this issue may be a good fit for. They will report back to the Board on December 7.
- **Public Duty Doctrine** – Mark Kahley requested discussion on the Washington Supreme Court Ruling in *Babcock v. Mason County FD#6*, which has a major effect on the public duty doctrine in that the Court said it was unnecessary and should be discarded. Carol Smith-Merkulov will review Attorney General memos regarding this type of court case and will respond to the Fire Protection Policy Board by memo.
- **Mobilization Directive** – SFM Corso advised that Governor Gary Locke has directed the State Fire Marshal's Office to work with stakeholders to identify policy level issues and make recommendations

relative to the State Fire Resource Mobilization Plan. A meeting has been scheduled for November 30, in Olympia, to work with a core group of people to develop these recommendations. Invited are members from the Washington State Association of Fire Chiefs, Washington Fire Commissioners Association, Department of Natural Resources, Department of the Military-Emergency Management Division, Washington State Fire Defense Committee members and legislators. Mr. T.J. Nedrow and Mr. Joseph Coultman will attend as representatives of the Fire Protection Policy Board.

Sharon Colby directed the members of the Board to review all the information they received from herself and Carol Smith-Merkulov, to become familiar with and knowledgeable of the statutes and to come prepared to discuss any questions they have discovered during their review at the December 7, 2001 meeting.

She also advised that at the December 7, 2001, meeting the Board would be setting their meeting schedule for 2002. She asked that the members consider what they feel is the necessary frequency for meetings and work sessions, and to consider how many meetings are necessary each year and should we continue to try to tie a few meetings to major fire service conferences, when possible.

Jim Broman inquired when the Board would have the opportunity to meet with Chief Serpas. Sharon advised that she would like the Chief invited to come in the meeting on December 7 to be introduced to the Board, and to sit in on the meeting, as his schedule allows. She further stated that she feels once the Board has an understanding on where they are headed and what they want to accomplish, that would be the time to sit down with Chief Serpas to ensure there is agreement on the direction and philosophy of the Board. Jim Broman advised that he would be comfortable sitting down with the Chief to discuss vision in an informal setting. Jim pointed out that in the Operational Guidelines, one of the duties of a Fire Protection Policy Board member is to adhere to the vision of the WSP. Currently this makes Jim feel a little uncomfortable, since he doesn't know what the vision is. Jim feels that all members need to meet the Chief and understand where he is going and how he is going to get there. Jim feels that having an understanding of this will help define how we approach the statutes.

SFM Mary Corso suggested that Chief Serpas be invited for a potluck lunch during the December 7 meeting, to allow the Board to meet him in an informal setting and have some social interaction. Ellen Tombleson will coordinate this with Chief Serpas' secretary.

Sharon advised that if any Board members have items for the December 7 agenda, they should submit them to her.

Meeting adjourned at approximately 1:00 p.m.

**NEXT MEETING:**

**December 7 – 10:00 a.m.**

WSP Conference Room

General Administration Building

Olympia, WA

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Sharon Colby  
Fire Protection Policy Board Chair

(Date)

